

Staffing Guide

Position Description:			Reservation Manager		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation _____ • Occupancy Rate _____ • Seasonal/Peak Workload _____ 	<ul style="list-style-type: none"> • Staff Supervised __x__ • Facility Layout _____ • Facility Size _ x__ 	<ul style="list-style-type: none"> • Facility Age _____ • _____ • _____ 		
Workload/Staffing Comments: Reports to Front Office Manager. Not appropriate for small/medium facilities. Should be combined with Group Coordinator in the large properties.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	* 1 (NF-3) 300 + rooms	1 (NF-3) 400 to 600 rooms 1 (NF-4) 600 + Rooms	1 (NF-4)
Alternate Staffing Standard (If Required)	None	None	None	None	None
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes * Hotel Group Coordinator performs this function in Large operations with 299 rooms or less.					